

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Administrative Staff, ORR

SUBJECT: Non O/TR Training

DATE: 8 November 1951

In reply to non O/Tr training activities survey ORR submits the following information covering category five of subject request.

A. Indoctrination Lecture

1. Objective: To apprise the trainee of the inter-relationships between ORR and other CIA components; to familiarize analysts and administrative personnel with the facilities available for and procedures involved in the conduct of their research.
2. Scope: Lecture on inter-relationships between ORR and other agency components; review of ORR mission and functions; explanation of service facilities in ORR, OCD, OO and OSO; procedures to be followed in conducting research-operational liaison, field collection, document requests, special programs such as Sovmat, serial number analysis; description, by an OSO representative, of the mission and functions of that office; tours of OCD reference facilities (Library, Industrial Register, Biographic Register, Graphics Register) and instruction in their use; tour of Foreign Documents Division [redacted] tour of ORR [redacted] Map Library.
3. Duration: approximately 10 hours.
4. Frequency: periodically, as new personnel enter on duty (recent average - one session per month).
5. Number of personnel involved as instructors: total 11 - 3 from ORR, 1 from OSO, 5 from OCD, 2 from OO. Students: 20 each session.

B. Industrial Motion Picture Training

1. Objective: To indoctrinate analysts of D/I in the physical aspects of the Division mission.

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2. Scope: To include as many individual short industrial movies as can be obtained for the coverage of oral industrial projects which appertain to this Division.
3. Duration: Continuous.
4. Frequency: Continuing project of one or more movies per week. Average time per showing - $1\frac{1}{2}$ hours.

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FOR THE CHIEF, ADMINISTRATIVE STAFF, ORR

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S/Ad/ORR: /md

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